

Road Opening Application

Section 138 of the Roads Act 1993

OFFICE USE ONLY

Reference No.

About this form

Use this form to apply for a permit to carry out excavation within a road, footpath, public reserve, or public place for a lawful purpose. **Important Note:** By submitting this document as the applicant you are accepting the responsibility for any and all charges relating to the opening. Applications and costs cannot be submitted on behalf of or transferred to another business, company or individual.

Applicant details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name: Family Name:

Company Name (if applicable):

ABN/ACN (if applicable):

Mailing Address:

Suburb: State: Post Code:

Email Address:

Daytime Telephone No. (Home/Work): Mobile No:

Contractor details

Type of Contractor ☐ Plumber ☐ Drainer ☐ Builder ☐ Other

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name: Family Name:

Licence Number: ABN/CAN:

Company Name (if applicable):

Mailing Address:

Suburb: State: Post Code:

Email Address:

Daytime Telephone No. (Home/Work): Mobile No:

Associated Development Application / Complying Development / Public Liability

Is the Road Opening Related to a DA or Complying Development? ☐ Yes ☐ No

DA or CDC Reference Number

Public Liability Insurance Certificate submitted? ☐ Yes ☐ No

Description of Road Reserve to be opened.

Location: ☐ Road ☐ Footpath ☐ Kerb or Gutter ☐ Other

Reason: ☐ Sewer ☐ Stormwater ☐ Water ☐ Other

Unit No: Street No: Street Name:

Suburb: Post Code:

Proposed date for opening: Proposed: Opening Size m²

Activity Location –describe street name and proximity to the property

Associated Activity – provide a summary of the proposed works or activity:

Supporting Documentation

Mandatory Documents		Office Use
1. Certificate of Currency (Public Liability \$20million minimum)	<input type="checkbox"/> Yes	<input type="checkbox"/>
For ONLINE applications only		Office Use
2. Road Opening Declaration (signed)	<input type="checkbox"/> Yes	<input type="checkbox"/>
Other		Office Use
3. TfNSW (if required) or other supporting documentation	<input type="checkbox"/> Yes	<input type="checkbox"/>

Please note that other documents may be required during assessment

Fees

Lodgement fee – Work Activities on Road Reserve including Roads, Footpaths and Nature strips. \$291.50*

You are also liable for applicable Restoration Fees

Declaration

- I have read and understood Council's Conditions, as shown on the back of this form, and I agree to carry out the above opening in accordance with these conditions.
- I agree to pay any additional restoration charges which may be incurred by Council as a result of this opening.
- I accept full responsibility for public safety and for injury to any person and damage to any property which may occur during the carrying out or as a consequence of the work.
- The submission of this form and accompanying payment receipt should be kept on site at all times and will act as the applicant's 'permit'. Works are able to commence once payment of Road Opening fees have been made to Council.
- The personal information required on this form may be available for public access under various legislation.
- Council collects a 3m2 charge for all Road Opening Applications. Openings less than this amount will be refunded upon completion. A minimum charge of 1m2 applies to all openings.
- The applicant is responsible for contacting Council to confirm completion of the opening and to arrange finalisation of additional fees or refunds.
- False or misleading information may lead to the permit being cancelled and may also impact any associated development applications.
- Councils' fees and charge are adopted by Council on a yearly basis, there is no discounting or negotiation of Councils adopted fees and charges.

Applicant's Name				
Applicant's Company (if applicable)				
Applicant's Signature		Date	/	/

OFFICE USE ONLY		
Receipt No	Date	\$
Total Fees Paid	Date	\$

Important Information for Applications

COUNCIL IS TO BE NOTIFIED IMMEDIATELY AFTER THE OPENING HAS BEEN TEMPORARILY RESTORED.

PLEASE PHONE:

9366 3769	For properties in: Banksmeadow, Botany, Daceyville, Eastgardens, Eastlakes, Hillsdale, Mascot, Pagewood, and Rosebery.
9562 1500	For properties in: Arncliffe; Banksia; Bardwell Park; Bardwell Valley; Bexley; Bexley North; Brighton Le Sands; Carlton; Dolls Point; Kingsgrove; Kogarah; Kyeemagh; Monterey; Ramsgate; Ramsgate Beach; Rockdale; Sandringham; Sans Souci, Turrella and Wolli Creek.

Need for a Road Opening Permit

Before any road, footpath, public reserve, or public place is opened by a plumber, drainer, builder or any other person, a permit must be obtained from Council.

Payment of Restoration Charges

A permit will not be issued unless payment is received by Council for the cost of restoring the opening.

Cases of Emergency

In cases of emergency (e.g., where damage or blockage has been caused to a water or sewer service outside normal business hours) work may proceed without obtaining a permit but a permit must be obtained the next working day.

Classified Roads

On main roads, where it is proposed to open the road pavement, approval for the opening will need to be obtained from the Roads & Traffic Authority. In the Bayside Council LGA main roads are:

Classified Roads in the Bayside Council Area

Anzac Parade	Bay Street (Rockdale)	Bexley Road	Botany Road
Bunnerong Road	Coward Street*	Croydon Road * between Forest & Queens Roads	
Denison Street	Frederick Street* between Railway & Watkins Streets	Foreshore Road	
Forest Road	Gardeners Road	General Holmes Drive	Harrow Road*
Joyce Drive	Kent Road*	Marsh Street	O’Riordan Street
President Avenue	Princes Highway	Ricketty Street	Robey Street*
Sandringham Street*	Stoney Creek Road	The Grand Parade	The Seven Ways
The Grand Parade	The Seven Ways	Wentworth Avenue	Wickham Street
West Botany Street* On top of M5 tunnel			
* - denotes part road as <i>Classified Road</i>			

Regional or high traffic volume

On some of Council’s busy regional roads, hours of work may be restricted, or permission may be required from the Local Traffic Police before an opening can take place. Where high levels of traffic disruption may occur, other methods such as horizontal boring may be required. Restrictions to openings are likely to apply in the following streets:

Regional Roads in the Bayside Council Area

Beauchamp Road*	Bestic Street	Chuter Avenue	Coward Street
Croydon Road*	Flora Street	Harrow Road	Hartill Law Avenue

Heffron Road	King Street	Kingsgrove Road*	Maloney Street
New Illawarra Road	O'Connell Street	Page Street	Paine Street
Preddys Road	Queen Victoria Street	Railway Street	Ramsgate Road
Slade Road	Stephen Road	Warialda Street	West Botany Street
Willison Road	Wolli Creek Road*		

* - denotes half road as *Regional Road*

Conditions for Road Opening Permits

Any permit granted is subject to the provision of the Roads Act 1993 and the requirements of Council as below:

Penalties

Failure to obtain a permit may result in a fine and the reporting of offenders to Licensing Authorities. Should an accident occur as a result of an illegal opening, it may void the insurance of the person or company who undertake the opening.

Permits Issued Only to Licensed Persons

As permits are issued for openings in places used by the public, Council requires that permit holders are adequately insured against possible claims if an accident occurs. Therefore, issue of permits is restricted to licensed persons or companies such as plumbers, drainers, builders etc. Other persons who wish to obtain a permit must demonstrate appropriate competence. A certified copy of the contractor's Certificate of Currency (valid for at least 3 months) verifying Public Liability Insurance of at least \$10,000,000 must be provided at the time of application.

Permit to be Carried at All Times

The person undertaking the opening must carry the permit with them so that Council staff can ascertain that the opening is approved. If the permit cannot be produced, the work may be stopped until a permit is sighted / obtained.

Permit Holder Accepts Responsibility for Public Safety etc.

- The permit holder accepts full responsibility for public safety, injury to any person and damage to any property in carrying out, or as a consequence of the work.
- Adequate barriers and warning signs shall be provided around any opening and excavated material.
- Where the opening remains overnight, adequate lighting must be provided with a minimum of three lamps around the opening and excavated material.
- Safety protection will be in accordance with Australian Standard AS1742 parts 1 & 2 (1986) and part 3 (1985).
- Council will not accept responsibility for any damage caused to any mains or services due to the restoration works. Any damages are to be organised by the contractor with the respective Authority.

Permit Holder Liable for Extra Costs etc.

- The Permit Holder shall be liable for the cost of any extra restoration work, in addition to that paid for, to satisfy the conditions specified herein, or to restore adjoining or adjacent failed sections of road sub-grade or pavement as a consequence of such opening.
- In any case where an opening is made more than that for which the permit has been issued, the person responsible for the opening shall, not later than on the actual completion of the opening, make a further application for an additional permit in respect of the additional area opened. Failure to take out the additional permit may result in penalty charges in addition to the cost of the actual area opened.
- The calculation of the area to be restored, and the payments to be made, shall be in accordance with this form and Council's Fees and Charges

Conditions Relating to Work

- More than half of the width of any road pavement **CANNOT** be opened at any one time unless prior approval is given.
- All concrete road openings and all concrete footpath openings shall be sawn along all edges. The depth of saw cuts shall be the full depth of the concrete or bitumen. Saw cutting of interlocking pavers is not permitted.
- All services shall be laid to a depth of 500mm, except where otherwise specified by Council or Water Board.
- All excavated material shall be removed from the site immediately on completion of the excavation work.

- Back filling of openings shall be carried out in accordance with standard practice and to the satisfaction of Council.

Period for a valid Permit

The permit will be valid for six months from date of issue. If the permit is not required, a refund will be made if requested in writing, however Council will withhold an administration charge equivalent to the lodgment fee paid.

Calculation of Area for Restoration Charges

General

- The minimum area of a road reserve opening permit shall be as per the minimum charge table. Council will refund any monies where excess area has been paid for. The minimum area payment will be 1m².
- The minimum width of a road opening for calculation of the restoration charge shall be 600mm (road works), this is to ensure adequate compaction from compactor plates or similar are achieved whilst backfilling.
- Above the minimum width of 600mm, the width shall be measured in steps of 100mm.
- Special conditions exist for concrete openings, as specified below.
- Surface restoration will be calculated as being 150mm wider than actual excavation hole.

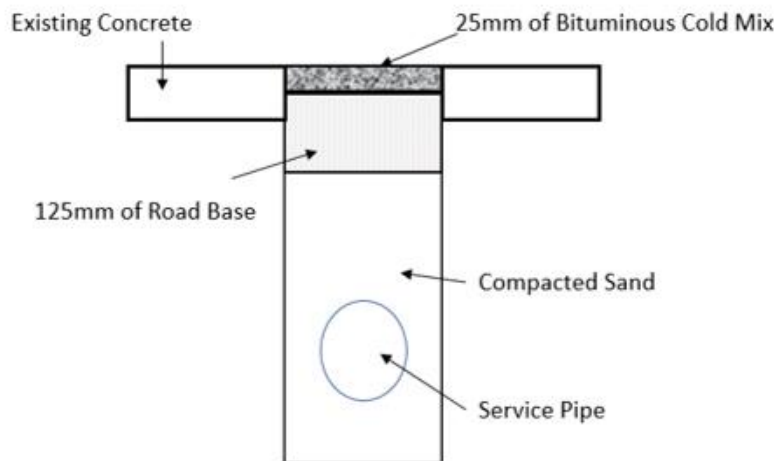
Concrete

- All concrete road openings and all concrete footpath openings shall be sawn along all edges.
- Saw cutting is to be full depth for footpaths, road pavement or vehicular crossings.
- The area of concrete footpath to be restored shall include (in addition to the actual area opened) any concrete footpath adjoining such opening which is within 500mm of:
 - any edge of the concrete slab in which the opening is made.
 - a construction joint in a concrete slab
 - any edge of a previous restoration.
- The area of concrete road pavement to be restored shall include (in addition to the actual area opened) any concrete road pavement adjoining such opening which is within 750mm of:
 - any edge of concrete slab in which the opening is made.
 - any edge of a previous restoration.
- If reinforcement is cut, Council will remove and restore 300mm of the concrete slab on each side of the opening and this additional area shall be added to the original area for the purpose of calculating the restoration charge.
- Subject to prior arrangement, saw cutting can be carried out as part of the restoration subject, to payment of charges to be assessed by Council's Project Engineer.
- Restoration of a full slab may be adopted as a cheaper alternative to saw cutting.

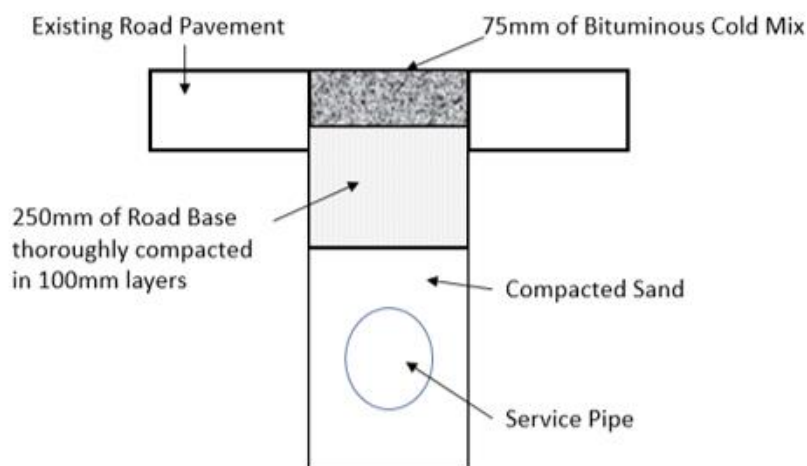
Should the footpath be considered by the applicant to be in such poor condition as to place in doubt the area chargeable to the applicant, the applicant should contact Council's Restorations Team Leader in order to organise an on-site inspection to resolve any doubt prior to the work commencing.

Code for Back filling Trenches

Driveway



Roadway



Notes

- All excavated material is to be removed from the site immediately on completion of excavation works.
- Excavated material is not to be used for back filling the trench unless it is of a granular type which has been approved by the Project Engineer.
- The sand for back filling is to be provided by the permit holder and is to be thoroughly damped down to ensure the sand is fully compacted.
- The road base is to be placed and thoroughly compacted in layers of 100mm.
- If the back filling of the trench is not carried out in accordance with this code, the permit holder will be liable for any extra costs incurred by Council in rectifying the work.
- Should the trench subside due to unsatisfactory back filling, the permit holder will be liable for the cost of the rectification work required.

How to lodge this application

You can lodge your completed application form and any required supporting documents:

On-line

Visit www.bayside.nsw.gov.au

In person

At any of Council's Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

By email

By email to cs.applications@bayside.nsw.gov.au.

Do not include credit or debit card details on your application. If lodged via email, a Council Customer Service Officer will phone to organise a secure over the phone payment using a credit card.

Payment is preferred by cheque, money order, debit, or credit cards (Visa and Mastercard). Payments made using a credit card will incur a service fee of 0.5% (GST exempt) or 0.55% (inc GST) depending on the fee being paid.

Privacy notification

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.